

MICHIGAN EVEN START DATA COLLECTION INSTRUMENT

GENERAL PROGRAM AND FAMILY INFORMATION

Reporting Period: July 1, 2004 through January 30, 2004

Report Due: February 27, 2004

Please send this report to:

Date this report was completed

Michigan Department of Education
Early Childhood and Parenting Program
P.O. Box 30008
Lansing, MI 48909
Attn: Cheryl Najm

Name the two primary partner organizations :

Which partner is the fiscal agent for your project?

What are the name, telephone and e-mail for the contact person completing this form?

1. In what month and year did your Even Start project **first** receive funding?

2. In what month and year did your project begin serving families?

3. What dollar amount is your project receiving for the funding ending with this reporting period?

4. During the current reporting period, what is the **TOTAL NUMBER OF:**

a. families targeted for service (as identified in your application for funds)?

b. families enrolled in your program?

c. families served that enrolled for the first time?

d. families served who continued from a previous reporting period?
(note: c + d must = b)

e. newly-enrolled families with income at or below poverty level?

f. newly-enrolled adult participants without a high school diploma or GED?

g. newly-enrolled adult participants who have not gone beyond 9th grade?

h. newly enrolled families that remain in the program:

Less than 3 months _____

From 4-6 months _____

From 7-12 months _____

More than 12 months _____

5. During the current reporting period, what is the TOTAL NUMBER OF:
- families that received services because of continuing eligibility despite completing the adult education component (graduation, GED, ESL)
 - adults that participated in services such as adult and parenting education as a transition activity prior to the birth of a child?
 - families who were still participating at the end of reporting period?

6. Please complete this chart to document the average number of hours of instruction per participant that were offered and the average number that reflects each participant's actual participation for each month. Include all instructional hours offered, including hours offered in home-based settings. Adults hours of participation can't be counted for BOTH "Adult" and "Parenting Education." When services are offered to adults and children jointly, split those hours and count toward early childhood for children as well as parent *or* adult education for the adult. This information is for the consolidated report that will be submitted to USED. Their instructions read, "Indicate the total hours per month a typical participant would be expected to spend in instruction in each service area (for example, the same class offered twice in one day would be counted once, since no participant would be expected to attend the same class twice). Include all instructional hours offered, including hours offered in home-based settings." Therefore, your average hours offered would take into account individual schedules and what is accessed by those individuals for each month. Thus, if in October you had an enrollment of ten adults,

- 3 of whom were offered GED prep in the home as their adult education, thus 1 hour/week x 4 weeks in a month (4 hours/month x 3 participants = 12)
- 3 of whom were attending an adult education center that offered 20 hours of instruction/week (20 hours/week x 4 weeks/month x 3 participants = 240)
- 4 of whom were attending an alternative high school (6 hours/day x 5 days/week x 4 weeks/month x 4 participants = 480)

Then you'd have $12 + 240 + 480 = 732/10$ participants to show that the typical participant in your ES project would be able to access 73.2 hours/month of adult education instruction. Do the same when figuring participation hours!

	July	Aug	Sept	Oct	Nov	Dec	Jan
ADULT EDUCATION:							
Average hours offered							
Average hours participated							
EARLY CHILDHOOD (0-2):							
Average hours offered							
Average hours participated							
EARLY CHILDHOOD (3-4):							
Average hours offered							
Average hours participated							
EARLY CHILDHOOD (≥ 5):*							
Average hours offered							
Average hours participated							
PARENTING EDUCATION:							
Average hours offered							
Average hours participated							

* Exclude compulsory education hours

7. What is the primary service delivery model for your Even Start services?

- a. Center-based ☐ b. Home-based ☐ c. Hybrid ☐

Brief description of your type of service delivery:

8. What is the total number of adult participants served in the current reporting period?

9. Of the total number of enrolled adult participants served in this reporting period, how many were enrolled in:

- | | | |
|----------------------------------|----------------------|---|
| a. High School Completion? | <input type="text"/> | Note: each participant must be enrolled in one program. |
| b. GED Preparation? | <input type="text"/> | |
| c. English as a Second Language? | <input type="text"/> | |
| d. Adult Basic Education (ABE)? | <input type="text"/> | |

10. How many of the adult participants served during this reporting period are included in each of the following age and gender groups?

	Female	Male
a. 15 and Under	<input type="text"/>	<input type="text"/>
b. Age 16-19	<input type="text"/>	<input type="text"/>
c. Age 20-24	<input type="text"/>	<input type="text"/>
d. Age 25-30	<input type="text"/>	<input type="text"/>
e. Age 31-35	<input type="text"/>	<input type="text"/>
f. 36 and over	<input type="text"/>	<input type="text"/>

11. What is the number of adults enrolled in Even Start who:

- | | |
|--|----------------------|
| a. Were not employed at the beginning of the reporting period? | <input type="text"/> |
| b. Obtained employment during the reporting period? | <input type="text"/> |
| c. Received career advancement during the reporting period? | <input type="text"/> |

12. Please complete this chart for the children in your program:

Age Group	Number receiving early education component as:		
	Home-based Service	Center-based Service	Both
Birth to 3			
Over 3 years of age but less than school age			
Grade K-2			
TOTAL NUMBER			

List value-added Even Start services provided for school-aged (K-2) children